



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Missing Student	FG – I	2	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Student Housing	FG	8/26/2025

PURPOSE

McLennan Community College establishes this policy and procedure to address missing student notification as required by the Violence Against Women’s Act, 34 CFR § 668.46 (h)(1). This policy relates solely to students residing in facilities that meet the federal definition of on-campus housing.

PROCEDURE

Students missing for 24 hours should be reported immediately to both:

Brandon Hill,
Dean of Students
McLennan Community College
Student Services, Room 213
1400 College Drive
254-299-8402
bhill@mclennan.edu

Clayton Williams
Director, Public Safety/Chief of Police
McLennan Community College
Student Services Center, Room 132
1400 College Drive
254-299-8844
rwilliams@mclennan.edu

Students residing in facilities on-campus are provided the option to identify a contact person upon applying to McLennan Community College. This information will remain confidential. The listed person(s) will only be contacted in the event of a missing person investigation. Only college officials with authorization will have access to this information. The parent or guardian,



in addition to the listed contact person of any student under the age of 18, will be contacted within 24 hours of being determined missing.

Within 24 hours of the determination of a missing student, local law enforcement will be notified by the Director, Public Safety/Chief of Police or their designee.